

S-E-C-R-E-T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100190049-4
PRELIMINARY LIST OF REPORTS PRODUCED IN OTR
1 January 1970 to 30 June 1971
17 Sept. 1970

<u>Report Title (May not be exact title)</u>	<u>Frequency⁺</u>	<u>Report Produced by</u>	<u>School*</u>	<u>Faculty</u>	<u>Staff</u>	<u>Branch</u>	<u>DTR</u>
Program-Assisted Instruction Activity	SA		All	All			ITB
Speaker evaluation cards	A		All	All			
Membership of staff members on committees	A		All	All	All	All	All
Accessions list of books and publications procured in OTR	Q						OTR/LY
New books received	M		All	All	All	All	All
Reports Inventory Report	A		All	All	All	All	X
25XCertification that [] (Employee Conduct) was read by staff	SA		All	All	All	All	
Services provided to other agencies	A?		All	All			
Course schedule projection	SA		All	All			
OTR Schedule of Courses	SA						AIR
Evaluation of OTR Training	A		All	All			ITB
DTR Evaluation of OTR Training (OTR Report to DD/S)	A					EA	X
Component Training Evaluation	A		All				
DTR Component Training Evaluation	A				EA		X
Records Holdings Survey	A		All	All	All	All	All Rec.Off.
Destruction of Records	A		All	All	All	All	All Rec.Off.
Statistics on accomplishments	A(CY) A(FY)		All	All			

⁺ SA, semi-annual; A, annual; W, weekly; M, monthly; Q, quarterly; D, daily

*Includes DTS

X Report sent forward by DTR

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Annual Program Call: Budget Estimates	A		All	All	All	All	All
OTR Budget Estimates	A					B&F	X
Annual Program Call: Response to Program Call	A		All	All	All	All	
OTR Response to Program Call	A				EA		X
Weekly Report	W		All	All	All	All	
OTR Weekly Report to DD/S	W			25X1	EA		X
End of course reports	Irreg.		All	All		ITB	

Military Status Report	M	CTP
25X1		
Monthly Statistics--Applicant Files	M	CTP

Projected Training Requirements	M	DTS
Report of Deer Season	A	DTS
Report to ISS/TR re Schedule of Courses	?	DTS
Completion of Jump Training	?	DTS
Commo Monthly Reports	Q	DTS
Commo Reports of Destruction	?	DTS
Financial Reports	?	DTS
Public Works Reports to RECD/OL	?	DTS

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Equipment Inventory	A?	All	All	All	All	
Significant personnel developments	W				PB	
Report on Contractors (renewal or termination)	M				PB	
Report to School and Staff Chiefs on status of obligations	M				B&F	
Report to OF on property encumbrances	M				B&F	
Report to OF on unliquidated obligations not applicable to lapsed appropriations	A				B&F	
Report to OF on cash receipts and disbursements	D				B&F	
Obligation abstracts (to OF)	D				B&F	
Annual Dollar Value Report	A				B&F	
Report to PFIAB	A			EA		X
National Interdepartmental Seminar (status) (Temporary)	A			EA		X
Registration in OTR courses	W				AIR	
Employees assigned to external language training	Q				AIR	
Statistics on internal training conducted by OTR and other Agency components	A				AIR	

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Statistics of external training sponsored by OTR and Agency components	M A		AIR AIR
Film accessions list	Irreg.		AAB
Employees assigned to Seniorx Service Schools and in full-time academic programs (to OP)	A		AIR
Agency officers approved by Deputy Directors for full-time academic training	SA		ISS Sec/TSB
Funds expended for book purchases by OTR	Q		OTR/LY
Language Training Requirements	A	LS	
Language Position Requirements	A	LS	
Waivers of Language Requirements	A	LS	
25X1			
Directorate Progress Report (Language Devel. Program)	A	LS	
[Redacted]			
Language Incentive Awards	A	LS	
Language Development Program, Annual Progress Report	A	LS	
Language Training Requirements	A	LS	
External Language Training Report	A	LS	
25X1			
Language Training Report	A	LS	
Area and Language Studies Program	A	LS	
[Redacted]			

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		<u>School*</u> <u>Faculty</u> <u>Staff</u> <u>Branch</u> <u>DTR</u>
Accounting for LS Revolving Fund	M	LS
Student acceptance list (for Language training)	SA	LS
Informal Training Requests	M	ALT/OS
Congressional budget	A	B&F
Language Development	A	EA
Reports of Security Violations	?	DTS

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Computer Reports Produced by OCS		
ATR External Training (601F)	SA	AIR
ATR Training of Contract Employees (601G)	A (CY)	AIR
ATR Purge Listing (601H)	A (CY)	AIR
ATR Intelligence Community Training (601J)	SA	AIR
ATR by service designation (601K)	A (CY)	AIR
ATR Alpha by employee (601A)	SA	AIR
ATR Alpha by office (601B)	SA	AIR
ATR by course (601C)	SA	AIR
ATR Alpha by Service Designation (601D)	SA	AIR
ATR external training only (601E)	SA	AIR
Same as 606B, except only on separations (606F)	A (FY)	AIR
Transaction Edit Errors (602A)	Q	AIR
Update Transaction Errors (602B)	Q	AIR
Dictionary, Facility, numeric (600F)	SA	AIR
Information Science Training (606A)	SA	AIR
Information Science Training (606B)	SA	AIR
Same as 606A, except only on-duty employees (606C)	A (FY)	AIR
Same as 606B, except only on-duty employees (606D)	A (FY)	AIR

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Same as 606A, except only on separations (606E)	A (FY)				AIR
Exit Dictionary Transactions (600A)	Q				AIR
Error Dictionary Transactions (600B)	Q				AIR
Dictionary, Alpha by course (600C)	SA				AIR
Dictionary, numeric by course code (600D)	SA				AIR
Dictionary, Alpha by facility (600E)	SA				AIR